



## Agency Records Disposition Schedule

Department: Office of the Secretary of State

Division: Records Services

Section: Records Management

Sub-Section: Imaging Services

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**TITLE:** Imaged Materials - HIPAA-Related Records

**CUTOFF:** End of Imaging of Records

**DESCRIPTION:** Records imaged by Imaging Services that contain information related to the Health Insurance Portability and Accountability Act.

**RETENTION:** Years: Months: Days: 90

**NOTES:** These records are shredded accordance with HIPAA-issued standards.

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 22866

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Imaged Materials - Non-HIPAA Records

**CUTOFF:** End of Imaging of Records

**DESCRIPTION:** Records imaged by Imaging Services that do not contain information related to the Health Insurance Portability and Accountability Act.

**RETENTION:** Years: Months: Days: 90

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22779

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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